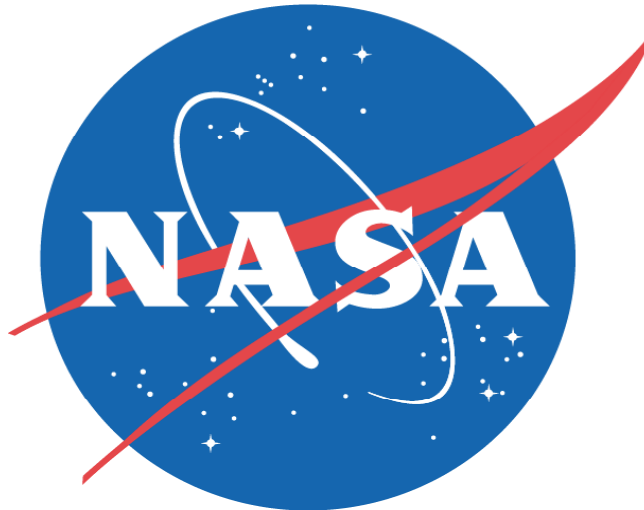


Responsible Office: NASA Office of Equal Opportunity Programs
Subject: OEOP Conference Selection and Implementation



Office of Equal Opportunity Programs
Affirmative Employment and Diversity Policy Division

Office Work Instruction

OEOP Conference Selection and Implementation

Approved by: _____

George E. Reese
Associate Administrator
Office of Equal Opportunity Programs

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Subject: OEOP Conference Selection and Implementation

DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1-19-00	
Revision	A	5-02-00	Revisions made based on systemic analysis of ISO 9001 Registrar comments during February 2000 ISO 9001 Registrar precertification audit of NASA Headquarters Functional Offices. Administrative clarifications made.
Revision	B	2-09-01	Revisions made based on systemic analysis of June 15, 2000 ISO 9001 DNV Scope Expansion and Surveillance Audit checklist review. Revised text to identify quality records for interim reviews, specify evidence of approval, and list acceptance criteria for workmanship. Systemic analysis also conducted based on November 13-15, 2000, ISO 9001 DNV Surveillance Audit checklist. No revisions required.

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1. Purpose

The purpose of this procedure is to establish and define steps to be followed for the selection and implementation of a national conference for NASA participation.

2. Scope and Applicability

- 2.1 This OWI covers the steps followed by Code EI staff, in the selection and implementation of national conferences for which the primary support (funds and staff) is provided by Code E. The conferences are one of many community outreach efforts implemented by Code E in order to communicate NASA's mission and programs to target audiences.
- 2.2 This OWI applies to Code EI at NASA Headquarters.

3. Definitions

- 3.1 AA – Associate Administrator
- 3.2 Code EI - Affirmative Employment and Diversity Policy Division, Office of Equal Opportunity Programs
- 3.3 Code PO – Public Services Division, Office of Public Affairs
- 3.4 Conference Opportunity - a national conference sponsored by an advocacy, professional, or community organization which represents the interests of a specific group within the general population.
- 3.5 DAA – Deputy Associate Administrator
- 3.6 DD – Division Director
- 3.7 EES – Equal Employment Specialist. This is the professional staff member responsible for the design and implementation of NASA's participation in the respective conference.
- 3.8 MA - Management Analyst for Code E
- 3.9 OEOP – Office of Equal Opportunity Programs (Code E)
- 3.10 Sponsor – The organization hosting the conference. For the purposes of this OWI, the Sponsor can also be the Vendor.

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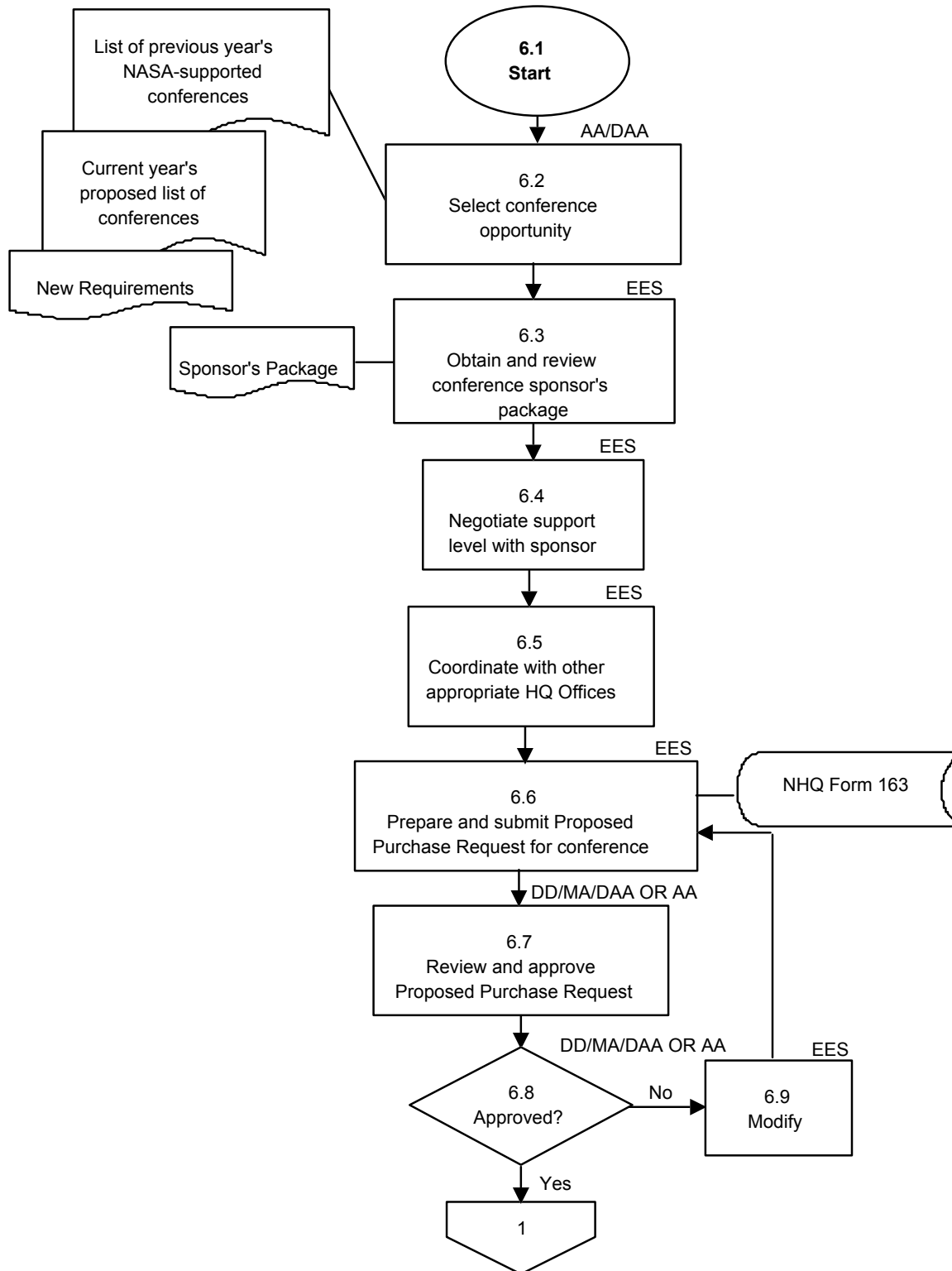
- 3.11 Vendor – For the purposes of this OWI, the vendor can be the organization hosting the conference, and/or any of the subcontractors providing goods and/or services.

4. References

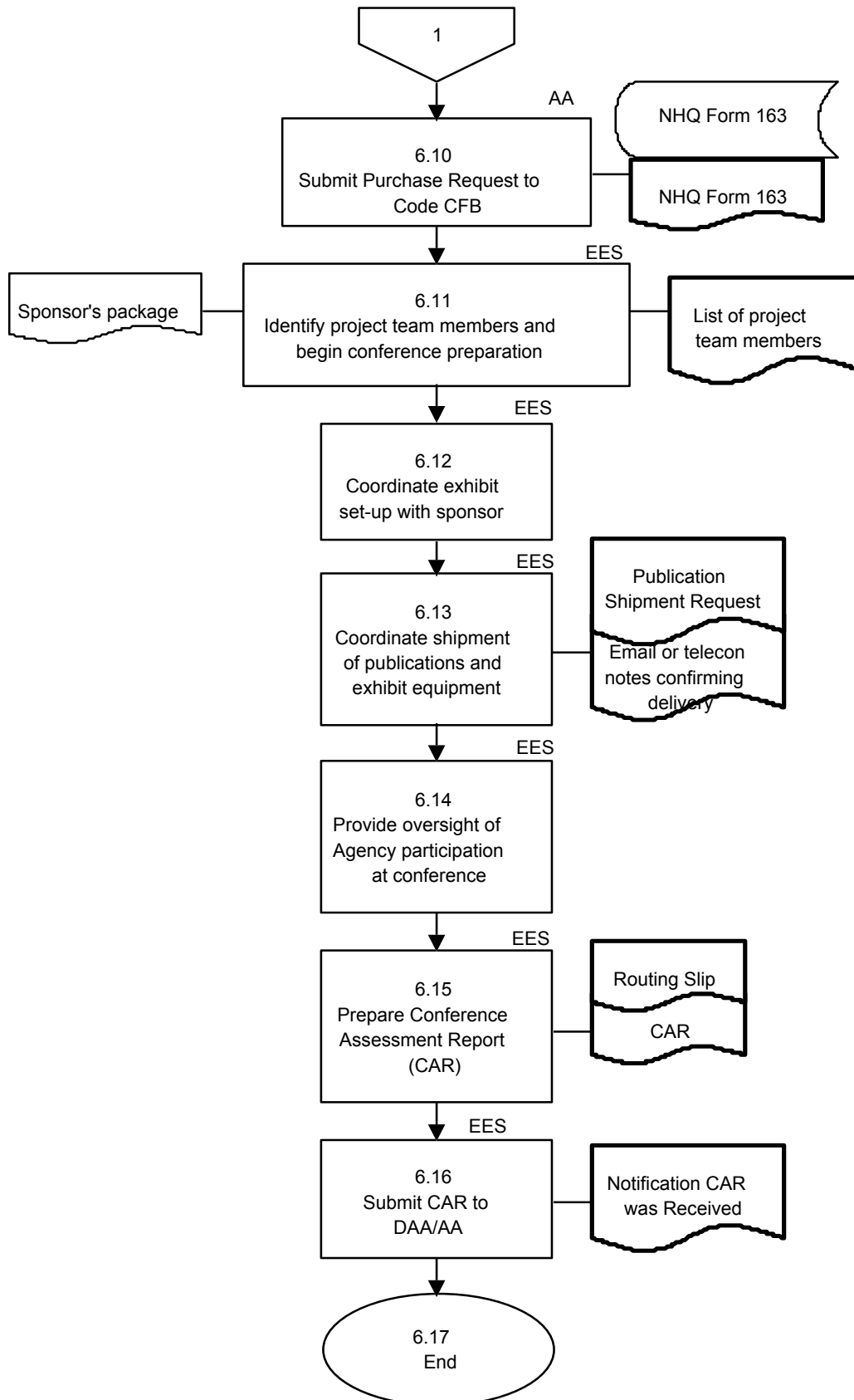
- 4.1 National Aeronautics and Space Act of 1958, as amended (P.L. 85-568), Section 203 (a), (3).
- 4.2 NHB 1101.3, Chapter 4 (Office of Equal Opportunity Programs/Code E), ¶404, b, (2).

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5. Flowchart



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6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	Code E	Start
6.2	AA	A conference is identified by the AA/DAA as a Code E annual external community opportunity for which primary support (funds and staff) will be provided. The opportunity is an annual national conference sponsored by one of the major public advocacy, professional, or community groups within the general population. Since the sites for the conferences change annually, the selection is made considering: (1) the list of previous year's NASA-supported conferences; (2) the current year's proposed list of conferences; and (3) new/other requirements including the conference site proximity to a NASA Center, the scheduled dates, conference theme, expected audience, and resources available to support the effort.
6.3	EES	A review is conducted of the conference sponsor's package to determine human resources and logistical requirements (level of participation, cost, staffing needs, lodging availability, and program emphasis).
6.4	EES	At this point, the EES enters into negotiations with the conference sponsor regarding NASA's level of participation. The negotiations may cover the size of exhibit space, number of conference registrations to be included in the participation package, press opportunities for senior NASA management, infrastructure requirements such as electrical outlets, internet access lines, labor hours needed to erect and dismantle the exhibit, scheduling of NASA workshops and, cost and availability of lodging for NASA personnel.
6.5	EES	Other Headquarters Offices are notified of the conference opportunity. The offices include but are not limited to the NASA Enterprises (Codes M, R, S, Y, and U), Codes FE, and PO. The range of Headquarters offices contacted depends on the scope

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- of the logistical support required to implement NASA's participation.
- 6.6 EES A NHQ Form 163 is prepared and submitted for the goods and services required from the sponsor and/or vendors.
- 6.7 DD/MA/DAA or AA The NHQ Form 163 is reviewed for approval based on its responsiveness to the workmanship criteria listed in Step 6.2. The NHQ Form 163 is electronically transmitted to the next appropriate approval level (DD/MA/DAA, or AA) for approval without it returning to the originator, except in cases requiring modification(s).
- 6.8 AA If NHQ Form 163 is approved, proceed to 6.10. If the NHQ Form 163 is not approved, proceed to 6.9.
- 6.9 DD/MA/DAA or AA If NHQ Form 163 is not approved, it is returned electronically for revisions. Modifications are made to the document. Proceed to 6.6.
- 6.10 DD/MA/DAA or AA The NHQ Form 163 is submitted electronically by the last approval authority (DAA or AA) to Code CFB for final processing. This document is retained as a quality record (hardcopy).
- 6.11 EES Project team members representing the Headquarters Offices and Centers are identified and convened via telephone conference call or Video Teleconference. This contact provides the initial opportunity to share the sponsor's package with project team members and discuss the conference requirements and level of support. A list of the project team members is maintained as an interim quality record.
- 6.12 EES The EES coordinates NASA exhibit set-up requirements with the sponsor. At this stage, details regarding the shipping and receiving modes are finalized, as well as time for delivery, delivery port and time assignment for receiving the exhibit hardware, labor requirements for set-up and dismantling, electricity, and internet services.
- 6.13 EES After establishing specific times and dates for the

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receipt of all exhibit hardware by the sponsor, the EES provides oversight and coordination of the hardware shipment from all Centers providing exhibit hardware support. This effort includes the coordination of shipping times and dates in order to minimize storage costs at the sponsor's conference site, and ensuring that all exhibit hardware is shipped with a pre-paid return manifest in order to eliminate delays and third party costs in returning the exhibit hardware to its point of origin.

- 6.14 EES In-person oversight of set-up activities is executed. This includes but is not limited to ensuring that all exhibit hardware delivery and installation are performed on time and according to specifications. The EES also ensures that services such as electricity, carpet installation, daily carpet cleaning, Internet connectivity, exhibit staff lodging, transportation of NASA exhibit staff from the hotel(s) to the conference site and back, and press opportunities are finalized.
- 6.15 EES After conclusion of the conference, a Conference Assessment Report (CAR) is prepared to summarize the outcomes of NASA's participation at the conference and how the responsibilities defined throughout the process were met. This document is retained as a quality record.
- 6.16 EES The CAR is then submitted to the DD/DAA/AA for consideration for subsequent planning purposes. A copy of this document is retained as a quality record.
- 6.17 Code E End

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1C)	Retention/Disposition
NHQ Form 163	EI	Code EI	Hardcopy	Schedule 5, Item 1, Section A2	Destroy 3 years after final payment
List of project team members (Interim)	EI	Code EI	Hardcopy	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Publication Shipment Request	EI	Code EI	Hardcopy	Schedule 1 Item 24, Section A	Destroy when 3 months old or when no longer needed, whichever is sooner.
Email or telecon notes confirming delivery	EI	Code EI	Hardcopy	Schedule 1 Item 24, Section A	Destroy when 3 months old or when no longer needed, whichever is sooner.
Routing Slip	EI	Code EI	Hardcopy	Schedule 1, Item 37, Section A	Destroy when 5 years old
CAR	EI	Code EI	Hardcopy	Schedule 1, Item 37, Section A	Destroy when 5 years old
Notification CAR was Received	EI	Code EI	Hardcopy	Schedule 1, Item 37, Section A	Destroy when 5 years old